



Westbury Town Council

The Laverton, Bratton Road, Westbury
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Dear Councillor

You are summoned to attend a meeting of **WESTBURY TOWN COUNCIL** to be held at 7pm on **MONDAY 7TH JANUARY 2019** at The Laverton, Bratton Road, Westbury BA13 3EN.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 7pm (registration 6.50pm – 7pm).

Yours faithfully

Mrs D Urch Town Clerk

24.12.18

PUBLIC FORUM: *commencing 7pm following presentation* (not to exceed 30 minutes). Members of the public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Any individual representation is limited to no more than 5 minutes. The Chairman will call the representation from those who registered to speak; written representations can also be submitted to the Town Clerk in advance of the meeting. A summary record of any public participation session shall be included in the Minutes.

Recording and using social media is permitted at Council meetings which are open to the public however, anyone wishing to do so must speak to the Town Clerk prior to the meeting as there are rules which must be followed.

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and consider the reason for absence.

2. VOTING ON CO-OPTION OF NEW COUNCILLORS ([Attached](#))

Interviews of all candidates will have taken place prior to the meeting and all candidates will have been asked the same five questions.

Members to vote by a show of hands with a recorded vote. Candidates that receive a majority vote will be confirmed when the Council passes a resolution confirming that person is co-opted, and they sign the Declaration of Office. The successful candidates will be declared co-opted to the Council and asked to join the meeting immediately.

The list of candidates are as follows:

- 2.1 Toby J Hindess
- 2.2 Barbara Swan
- 2.3 Jane Pilgrim
- 2.4 Janet Parker

3. DECLARATION OF INTEREST and DISPENSATIONS

Members must be diligent regarding their interests.

Members to consider any dispensation requests received by the Town Clerk.

4. MINUTES ([Attached](#))

To approve as a correct record, the Minutes of the Town Council Meeting held on the 5th November 2018, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 33(d) may be taken as read.

MATTERS ARISING FROM THESE MINUTES (if any).

Note: no new decisions can be taken

Members' matters arising from these previous Minutes

Minute ref	Subject	Action	Update
T.3379	New Bins	<ul style="list-style-type: none">Grassaces (replacement)Black Horse Lane (replacement)Slag Lane/Frogmore Road (replacement)Westbury Junior School (new)	New bins have arrived, and the fixing will be prioritised.
T.3380	Town Clock	To replace the broken face with the Westbury Town Council crest and to change the direction of the clock face so that the working face directs towards the High Street, provided the cost is no more than £500+ VAT	On the 18 th December 2018, the Town Clock was repaired and was turned to face the High Street. The side facing the library has been replaced with the Westbury Town Council coat of arms.
T.3389	Westbury Leigh Car Park	The Policy & Resources Committee recommend to Town Council that Westbury Leigh is retained as a free car park when the Town Council agrees the terms of the transfer and lease with Wiltshire Council.	The P&R Committee have approved the draft Licence and Management Agreement relating to car parking at Westbury Leigh and recommended to Town Council (see agenda).
T.3426	Welcome to Westbury Signs	To purchase new Welcome to Westbury signs.	Pending new logo
T.3433	Electric Van	That Westbury Town Council makes significant effort to procure an electric van for our town caretaking function	The Clerk has contacted several suppliers and is now waiting for quotes.

5. POLICE REPORT ([Attached](#))

6. WILTSHIRE COUNCILLORS' REPORTS

Members wishing to ask questions of Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs R Hawker, D Jenkins and G King, or to the Clerk for onward transmission.

7. MINUTES of COMMITTEES. To receive and note Minutes and recommendations of the following Committees: -

7.1 Finance Committee	10.12.18 (Attached)
7.2 Highways, Planning & Development Committee	19.11.18 (Attached)
7.3 Highways, Planning & Development Committee	17.12.18 (Attached)
7.4 Policy & Resources Committee	03.12.18 (Attached)

8. WORKING GROUP MEMBERSHIP ([Attached Table](#))

Councillors are asked to review the attached table of working group membership and consider volunteering for groups with less than 4 members, these groups can find it difficult to meet if they are not quorate. The Town Clerk will email councillors requesting volunteers.

9. OCCUPATIONAL LENSES

Town Council to note that the Management Team have discussed and agreed an amount that staff can be refunded for the purchase of occupational lenses for VDU use. The maximum amount a member of staff will be repaid is £75. In addition to this the Town Council will also pay for an eye test, but staff will be encouraged to make use of the many vouchers and offers available to reduce the cost of a standard eye test.

10. RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 3rd December 2018

Standing Orders ([Attached](#))

Recommendation

To amend the Standing Orders to include an item to prevent a Motion from a Working Group or Committee being amended without approval from the Committee or Council (see 50A)

11. RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 3rd December 2018

Westbury Leigh Car Park Management Agreement ([Attached](#))

Recommendation

To approve the attached draft Management agreement from Wiltshire Council for Westbury Leigh Car Park

12. RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 3rd December 2018

Policies

Recommendation

Town Council to adopt the following amended policies

- 12.1 Disability Discrimination Policy ([Attached](#))
- 12.2 Car Usage Policy ([Attached](#))
- 12.3 Complaints Policy ([Attached](#))

13. GRANT – Westbury Festival 2017-18 ([Attached T.3683 refers](#))

Westbury Festival has requested the £5,000 grant approved by Town Council 06.03.17 from EMR 369.

14. RECOMMENDATION received from the TOWN CLERK dated 10th December 2018

New & Replacement IT ([Attached](#))

Recommendation

The Town Council to approve the purchase of two new desk top computers for two empty desks and replace two shared laptops.

15. RECOMMENDATION received from the TOWN CLERK dated 10th December 2018.

Town Crier honorarium

Recommendation

To request that the Town Council approves the payment of the Town Crier half yearly honorarium of £250.00.

16 INTERNAL AUDIT REVIEW REPORT 2017/18 (INTERIM UPDATE) – ([Attached](#))

To receive and consider the Internal Audit Report (Interim) 2018-19.

17. RECOMMENDATION received from the FINANCE COMMITTEE dated 10th December 2018

Draft Budget 2019/20 –([Attached](#))

To adopt the Draft Budget 2019/20 as recommended by the Finance Committee.

The Finance Committee amended the draft budget to reflect a 2.59% inflation as at 30.09.18, the additional £4,000 has been added to Rolling Capital Fund.

18. To resolve to set the Precept for 2019/20 ([Attached](#))

19. RECOMMENDATION received from the FINANCE COMMITTEE dated 10th December 2018

Clerk's Powers

The Town Council asked the Finance Committee to look at extending the Clerks powers to avoid the need for small value items to being brought to Town Council. Following advice from DCK Accounting, the Finance Committee agreed the following.

- Increase the Clerks authority for emergency spend from £1000 to £2000
- Increase the Clerks authority for revenue expenditure on approved budgets from £500 to £1000

Town Council to Note

20. RECOMMENDATION received from the TOWN CLERK dated 14th December 2018.

Service Level Agreement – IT & Telephony

Recommendation ([Attached](#)) ([IT Requirement](#))

To develop a service level agreement (SLA) for the installation, maintenance, fixes and ongoing support of the IT and telephony systems. To test the market, to understand what can be provided. Tender & choose a supplier for the delivery of IT & telephony commencing in the Spring 2019 for three years.

21. RECOMMENDATION received from THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 21st December 2018.

Fire Risk Assessment ([Attached](#))

Recommendation ([Attached](#))

Town Council accept the recommendation of the LITMWG that the arrangements in the Main Hall mitigate any fire risk arising from the close proximity of the rear window and fire escape.

22. RECOMMENDATION received from THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 21st December 2018.

Damp Proofing – ([Recommendation](#)) ([Specification of Works](#)) ([Warranty](#))

Recommendation

The Town Council to approve the works to resolve the significant damp, sunken floor and woodworm in The Laverton.

23. COMMUNICATIONS BY TOWN MAYOR

- Bath Clean Air Zone – Update from the Chair ([Attached](#))

24. CLERK'S CORRESPONDENCE

- a. Congratulations to Norman Burgess for completion of Routine Inspections of Play Area on the 2.09.18. Norman is now a member of RPII (Register of Play Inspectors International)
- b. Norman was also awarded BIIAB Level 2 Award for Personal License Holders (bar license) on 23.07.18 and Level 2 Award for Food Hygiene & Safety for Catering on 24.10.18.
- c. Sarah Barker completed her First Aid Course 24.09.18
- d. Julie Dyer and Deborah Urch attended Community Funding Conference in Devizes 16.10.18
- e. Friends of Victoria Gardens have written to the Town Council to say thank you for the donation of flowers.
- f. To note advice received from legal advisor to SLCC. When a Councillor uses the Town Council login/device they are covered under the Town Council registration with the ICO providing they use the login/device for council business. However, Councillors without a Town Council Login/device should be registered with the ICO as a data processor.
- g. Email received from a member of the public 03.12.18 asking how many councillors attended the Christmas in Westbury event and wanted this number recorded in the minutes.
- h. Sponsorship opportunity for Town Council – National Armed Forces Weekend ([Attached](#))
- i. The closure of Trowbridge Birthing Unit ([Attached](#))
- j. Stonehenge Scheme Progress ([Attached](#))

25. GRANT AWARDS – October 2018

Town Council to note the following letters of thanks:

- a. Hope for Tomorrow ([Attached](#))
- b. Westbury Amateur Swimming Club ([Attached](#))
- c. Alzheimers Support ([Attached](#))

26. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Report by
Cllr M Sutton
([05.11.18](#)) ([20.12.18](#))

27. REPORT from NEIGHBOURHOOD PLAN STEERING COMMITTEE ([Attached](#))

Town Council to note the attached report from the Neighbourhood Plan Steering Group.

28. BUDGET BIDS

None.

29. MONTHLY STATEMENT ([Attached](#))

Documents for reference:

Standing Orders 2018 ([Attached](#))

Financial Regulations 2018 ([Attached](#))

Terms of Reference Oct 2018 ([Attached](#))